**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**

**Academic Council of the School of Graduate Studies**

**Minutes, February 19, 2018**

PRESENT: Dr. A. Surprenant, Dr. D. Farquharson, Dr. S. Roseman, Dr. T. Brown, Dr. R. Shannahan, Dr. M. Gardner (via teleconference), Dr. R. Joy, Dr. T. Norvell, Mr. D. Howse, Dr. D. Moralejo, Dr. J.C. Loredo-Osti, Dr. K. Tahlan, Dr. C. Walsh, Mr. V. Karmakar, Mr. A. Alkasasbeh, V. Campbell, Ms. R. Umali, I. Percy (via Blue Jeans), Dr. S. Cadigan

APOLOGIES: Mr. V. Maddalena, Dr. C. Reynolds, Dr. R. Klein, Dr. A. Hall, Dr. E. Pittman, Dr. P. Coady

Members were provided with the nearest exit door for the meeting room, should the fire alarm go off during the meeting.

1. MINUTES:

It was moved by Dr. Roseman and seconded by Mr. Howse, that the minutes of the meeting held January 15, 2018, be approved. With one abstention, the motion

 CARRIED

1. BUSINESS ARISING
2. CORRESPONDENCE
3. DEAN’S REPORT/REPORT OF SENATE
4. All items presented at the February 13th meeting of Senate were approved as follows:
* Pharmacy
* Business Administration
* Medicine
* Education (11.8.5)
* Education – 11.8.3)
* MTM Program
* Physics and Physical Oceanography
* Gender Studies
* Economics
* German
* Religious Studies
* Humanities
* Anthropology (8.5.1)
* Anthropology (8.5.3 and 33.1.2)
1. Regarding the budget, SGS has been told to keep doing what we have been doing. Some units have a lower application rate this year, but we do not have an hypothesis for this. SGS is flexible with deadline dates, if the units are agreeable to considering applications after the deadline.
2. At the next Council meeting, a discussion will be held on the composition of examination committees and consultation with the University community, as to whether or not there can be overlap with supervisory committees and examination committees. A proposal will be prepared for feedback.
3. The regular meeting of March 19th, 2018, will be held on March 20th at 4:00 p.m. in observance of the mid-March holiday.
4. REPORT OF THE GRADUATE STUDENTS’ UNION
5. Ms. Umali, Executive Director of External Affairs, GSU, reported that the review of existing documents related to supervisory/student relationships, and receipt of feedback on the increase in complaints of supervisory relationships is still on-going.
6. The 20th Annual Aldrich Interdisciplinary Graduate Research Conference is being held March 22-23, 2018. To date, there is 150 abstracts submitted. We would appreciate any help from faculty to serve as peer reviewers and judges.
7. There is a TA training session scheduled for Saturday, February 24th, in consultation with SGS.
8. STANDING COMMITTEES
9. Academic Council Executive
10. Biochemistry

It was moved by Dr. Farquharson, and seconded by Dr. Loredo-Osti, that the proposed new course 7000 and revisions to sections 24.6.2 and 3; and 33.3.2 and 3, be approved. All students will be required to complete BIOC 7000.

The motion

 CARRIED

 **24.6.2 Program of Study**

1. **The program of a candidate for the M.Sc. Degree shall be the responsibility of the supervisory committee, composed of the Supervisor and at least two other faculty members recommended with the concurrence of the Supervisor by the Head of the Department or delegate.**
2. **All students must enrol in Biochemistry 6999 (Seminars in Biochemistry and Food Science), and must complete Biochemistry 7000 (Graduate Skills) plus a minimum of 6 credit hours of graduate courses with a minimum B grade. Depending on the background and/or area of specialization, a candidate's program may include additional courses taken for credit in Biochemistry, Food Science, or related subjects.**
3. **It is the responsibility of the student to arrange regular meetings with his or her supervisory committee. A semi-annual report, prepared by the Supervisor and signed by all members of the supervisory committee, is required to be given to the Head of the Department or delegate.**

**24.6.3 Courses**

**A series of advanced courses in the areas outlined below will be offered. Other than Biochemistry 6999 and Biochemistry 7000, normally only one course will be offered per semester.**

* **6000 Advanced Topics in Lipid and Lipoprotein Metabolism**
* **6001-6009 Special Topics in Biochemistry**
* **6010-6019 Special Topics in Nutrition and Metabolism**
* **6020-6029 Special Topics in Food Science**
* **6400 Control of Intermediary Metabolism**
* **6460 Structural Biochemistry**
* **6520 Nutritional Biochemistry**
* **6530 Food Biochemistry**
* **6590 Cellular, Molecular and Developmental Biology (*credit restricted with Biology 6590 and Medicine 6590)***
* **6630 Marine Biochemistry**
* **6680 Processing and Quality of Foods**
* **6999 Seminars in Biochemistry and Food Science**
* **7000 Graduate Skills**

**33.3 Biochemistry**

* [**www.mun.ca/science**](http://www.mun.ca/science)
* [**www.mun.ca/biochem**](http://www.mun.ca/biochem)
* **Professor and Head of the Department**
* **M.D. Berry**

**The Degree of Doctor of Philosophy is offered in Biochemistry or Food Science to full-time and part-time students.**

**33.3.1 Admission**

**The admission requirements for the graduate programs in Biochemistry and Food Science are as given under**[**General Regulations**](https://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0015)**.**

**33.3.2 Program of Study**

1. **The program of a candidate for the Ph.D. Degree shall be the responsibility of the supervisory committee, composed of the Supervisor and at least two other faculty members recommended with the concurrence of the Supervisor by the Head.**
2. **All students must enrol in Biochemistry 6999 (Seminars in Biochemistry and Food Science), and must complete Biochemistry 7000 (Graduate Skills) if they have not already done so. Depending on the background and/or area of specialization, a candidate's program may include additional courses taken for credit in Biochemistry, Food Science or related subjects.**
3. **It is the responsibility of the student to arrange regular meetings with his or her graduate supervisory committee. A semi-annual report, prepared by the Supervisor and signed by all members of the supervisory committee, is required to be given to the Head of the Department or delegate.**
4. **A candidate for the Ph.D. degree shall normally take the Comprehensive Examination within the first seven semesters of his or her program. The examination will have two components: the preparation of a grant proposal on a topic related to the student’s research specialization followed by an oral examination of the proposal. Failure of this examination will result in the termination of the candidate’s program.**

**33.3.3 Courses**

**A series of advanced courses in the areas outlined below will be offered. Other than Biochemistry 6999 and Biochemistry 7000, normally only one course will be offered per semester.**

* **6000 Advanced Topics in Lipid and Lipoprotein Metabolism**
* **6001-6009 Special Topics in Biochemistry**
* **6010-6019 Special Topics in Nutrition and Metabolism**
* **6020-6029 Special Topics in Food Science**
* **6400 Control of Intermediary Metabolism**
* **6460 Structural Biochemistry**
* **6520 Nutritional Biochemistry**
* **6530 Food Biochemistry**
* **6590 Cellular, Molecular and Developmental Biology (*credit restricted with Biology 6590 and Medicine 6590)***
* **6630 Marine Biochemistry**
* **6680 Processing and Quality of Foods**
* **6999 Seminars in Biochemistry and Food Science**
* **7000 Graduate Skills**
1. Medicine

It was moved by Dr. Farquharson, and seconded by V. Campbell, that the proposed revisions to section 16.2 governing the Master of Health Ethics program be approved. The revisions clarify and update the program requirements/expectations of students and faculty involved with the program, in relation to MED 6815 (Practicum) and MED 6825 (Capstone Project).

The motion

 CARRIED

**16.2 Program of Study**

1. The Master of Health Ethics degree is offered by full or part-time study. Candidates may choose one of three program options: (1) Thesis option, (2) Non-thesis, Capstone Project option, (3) Non-thesis, Research Papers option. It is anticipated that full-time students will complete the program in four semesters in accordance with [**Table 1 Master of Health Ethics Recommended Course Sequence for Full-Time Students**](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-6926#GRAD-6942).
2. The program of study is the responsibility of the Supervisory Committee composed of a Supervisor and at least two other faculty members. It is the responsibility of the Supervisory Committee to meet regularly (at least annually) with the student and to provide guidance at all stages of the candidate’s program. An annual report prepared by the Supervisor and signed by the student and all members of the Committee is required to be submitted to the Assistant Dean of Research and Graduate Studies (Medicine).
3. All candidates must complete the following course requirements:
	1. MED 6800, MED 6801, and MED 6806
	2. 3 elective courses (9 credit hours) chosen in consultation with the Supervisor. Elective courses may be selected from the elective courses listing below (excluding MED 6820, 6821, 6822, and 6825) or from other courses approved by the Supervisor.
4. In addition, all candidates must complete a Health Ethics Practicum (MED 6815). The practicum involves acquiring hands-on experience in three distinct areas of health ethics: ~~will include three placements during the semester in which it is taken, one in each of the following areas of health ethics:~~ clinical ethics, research ethics, and health ethics policy. Students must complete a minimum of 40 practicum hours divided as evenly as possible across the three areas~~. Each placement will be approximately four weeks in length and students will be required to devote a minimum of 40 hours in overall placement activities. All course work identified above must be completed prior to initiation of the practicum.~~
5. Students must also complete one of the following in accordance with the program option to which they have been admitted:
	1. A thesis, submitted in accordance with the [**General Regulations, Thesis and Reports**](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0026) of the School of Graduate Studies.
	2. Three Health Ethics Research Papers (represented as MED 6820). Research topics will be chosen in consultation with, and approved by, the Supervisor. Students must register for the course MED 6820 in every semester during which they are completing one or more of the Research Papers necessary to satisfy this requirement. A grade of NC (No Credit) will be awarded in all semesters prior to the final semester. A grade of ‘B’ or better is required in each of the three required Research Papers in order to successfully complete this requirement and receive a grade of ‘Pass’ in the final semester. Each paper will be evaluated by the supervising faculty member and another faculty member qualified to evaluate the work.
	3. A Health Ethics Capstone Project (MED 6825). The Capstone Project is open to students with substantial and relevant experience in health care and/or with the health care system. The student’s supervisor must approve whether the student may undertake a capstone project. The capstone project itself will be chosen in consultation with, and approved by, the Supervisor. Students must register for the course MED 6825 in every semester during which they are completing the Capstone Project. A grade of NC (No Credit) will be awarded in all semesters prior to the final semester. The completed Capstone Project will be evaluated by the supervisor~~ing faculty~~, in conjunction with two other faculty members who will comprise a supervisory committee for the capstone project. ~~member along with a representative of the external organization for which the project was undertaken~~.
6. New Master of Occupational Health and Safety Program

It was moved by Dr. Farquharson, and seconded by I. Percy, that the proposed new Master of Occupational Health and Safety Program be approved.

The motion

 CARRIED

# Regulations Governing the Degree of

# Master of Occupational Health and Safety

The Master of Occupational Health and Safety is an interdisciplinary program providing advanced-level study of multiple aspects of occupational health and safety (OHS). The course offerings will cover a wide range of OHS issues seen from a broadly interdisciplinary perspective, with a focus on the history and social science of OHS, workplace organization, epidemiology, treatment and prevention of occupational injuries and diseases, ergonomics, and occupational hygiene.

The following regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland.

**X.1 Administration**

1. The program shall be administered by a Director, who reports to the Dean of Graduate Studies. The Director shall be appointed by the Dean of Graduate Studies after consultation with the deans of appropriate academic units and with the community of occupational health and safety researchers and stakeholders both within and outside the University.
2. An Administrative Committee shall be appointed by The Dean of Graduate Studies consisting of the Director, faculty members with an interest in Occupational Health and Safety from at least four of the following academic units-- Humanities and Social Sciences, Business Administration, Medicine, Nursing, Engineering and Applied Sciences, and Human Kinetics and Recreation It will be chaired by the Director and will review academic, administrative, resource, and strategic planning issues related to the program.
3. A Community Advisory Board in Occupational Health and Safety shall be established for the purpose of obtaining feedback on the program. The board will consist of a broad cross-section of members from the occupational health and safety community both within and outside the University who shall be appointed by the Dean of Graduate Studies on the recommendation of the Director. The Advisory Board will be chaired by the Dean of Graduate Studies or delegate.

**X.2 Qualifications for Admission**

1. Admission is limited and competitive.
2. To be considered for admission to the program, an applicant shall meet the requirements set out in the School of Graduate Studies General Regulation, **Qualification for Admission.**
3. In exceptional cases, applicants who have not completed an undergraduate degree, but who meet all other requirements, may be considered for admission. Preference will be given to those who have a minimum of 10 years of full-time professional experience in the field of occupational health and safety and who have successfully completed substantial university coursework including at least two courses at an advanced undergraduate level from an institution recognized by Senate.
4. Applicants who did not complete their Bachelor’s degree at a recognized university where English is the primary language of instruction must normally complete either the Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet based score of 92-93 (or higher); or the International English Language Testing System (IELTS) and achieve a score of 7 (or higher). Admission will be limited to the best applicants based on prior academic performance, work experience, and letters of recommendation.

**X.3 Program of Study**

The Master of Occupational Health and Safety is offered through either full-time or part-time study. To complete the program, a student must complete 24 credit-hours of coursework, including the completion of a capstone research paper in OHS 6001. Students are to take 9 credit-hours from the list of Required Courses, 9 credit-hours from the list of Elective A Courses, and 6 credit-hours from the list of Elective B Courses. Elective A courses may be substituted for any Elective B Courses. Other elective courses may be approved and added from time to time by the Dean.

Each student's program of study must be approved by the Administrative Committee and the Dean of Graduate Studies. Candidates registered on a full-time basis will normally complete the program in three academic semesters. Candidates registered on a part-time basis will normally complete the program in no more than nine academic semesters.

**X.3 Advanced Standing**

1. Graduates of the College of the North Atlantic’s Safety Engineering Program, or of a similar approved program elsewhere, may receive advanced standing for the equivalent of 6 credit-hours of elective B courses to be apportioned at the discretion of the Dean upon the recommendation of the Administrative Committee.

**X.4 Courses**

A selection of the following graduate courses will be offered to meet the requirements of candidates as far as the resources of the program will allow:

## Required Courses

OHS 6000: Research Seminar in OHS *(in development)*

OHS 6001: Supervised Capstone Research Paper

One of the following graduate-level research methods courses:

PSYC 6400: Theory and Methods in Social Psychology

SOCI 6040: Advanced Quantitative Methods

SOCI 6041: Advanced Qualitative Methods

MED 6280: Community Health Research Methods

EMRE 6010: Quantitative Methods

EMRE 6020: Qualitative Methods

ED 467: Quantitative Research Methods

With the approval of the Dean upon recommendation of the Administrative Committee, another research methods course may be deemed acceptable, including an advanced methods course (such as Medicine 6294) for which he or she has already taken the prerequisite basic graduate course (such as Medicine 6280).

## Elective A Courses

OHS 6002: Occupational Diseases and Injuries

OHS 6003: Regulatory Approaches and Compensation Systems

Human Kinetics and Recreation 6340: Occupational Biomechanics

Human Kinetics and Recreation 6350: Human Error in Complex Work Systems

Sociology 6360: Sociology of Work

Sociology 6090: Social Science of Occupational Health and Safety

## Elective B Courses

Anthropology 6071: Health and Illness – Cultural Contexts and Constructions

Business 8104: Organizations: Behaviour and Structure

Business 8204: Human Resource Management

Business 8210: Labour Relations

Engineering 9115: Safety and Risk Engineering

History 6075: Advanced Studies in Labour and Working-Class History

Human Kinetics and Recreation 6360: Knowledge Translation in Ergonomics and OHS

Medicine 6270: Epidemiology I

Medicine 6220: Introduction to Community Health

Medicine 6282: Canadian Health Care System

Medicine 6722: Environmental Health

Nursing 6221: Population-Based Nursing

With the approval of the Dean upon recommendation of the Administrative Committee, Elective B courses may be substituted for Elective A courses.

1. New Master of Fine Arts Program

It was moved by Dr. Farquharson, and seconded by V. Campbell, that the proposed new Master of Fine Arts program be approved. The motion

 CARRIED

**Calendar regulations**

32.0 Regulations Governing the Degree of Master of Fine Arts, Visual Arts Program, School of Fine Arts, Grenfell Campus.

Professor and Dean, Todd Hennessey

**XX.1 General Information**

The Master of Fine Arts (MFA) is offered as a full-time or part-time, low residency program that can be completed in five semesters and provides the opportunity for advanced studies in visual arts.

This studio-based MFA supports student working in all genres and forms of visual arts practice including (but not limited to) photography, drawing, fibre, painting, print media, ceramics, time-based practices, sculpture, etc., within a framework of critical theory and discourse that offers a broad range of professional experiences. Graduate students will be supported to find the materials, processes, and practices that best suit their artistic research.

Students have access to facilities and faculty across a range of disciplines. Within the areas of specialization offered for the MFA there is considerable flexibility available to further focus the program to meet specific interests and needs.

The blended-learning, low-residency format can accommodate students who wish to complete the program over an extended period of time on a part-time basis.

The mode of delivery is flexible: students complete a total of two, four-week intensives on Grenfell Campus, Memorial University during the Spring semester and may then complete the remainder of the course work and research at one or more Memorial University campuses or from their home community.

The program can be completed in five semesters of full-time study. It consists of six courses plus VART 6999 Final Project (Exhibition and Research Paper/Statement) and Oral Examination. The program is offered beginning in each Spring semester.

**XX.2 Qualifications for Admission**

Admission

1. To be considered for admission, applicants shall meet the minimum requirements set out in General Regulation, [Qualification for Admission](http://www.mun.ca/regoff/calendar/sectionNo%3DGRAD-0015#GRAD-0016). Applicants to the Master of Fine Arts, Visual Arts program, will normally hold a Bachelor of Fine Arts degree with a minimum overall B average or shall have equivalent professional visual arts experience that is acceptable to the Dean of Graduate Studies and to the School of Fine Arts.
2. In addition to meeting the general admission requirements of the University, all applicants will be required to submit
3. A portfolio of 20 images of examples of work or other documentation of visual art research
4. A letter of intent (max. 500 words)
5. Two assessment reports or letters of reference
6. Applicants may also be asked to submit a sample for their academic written work.
7. Applicants must demonstrate a high level of proficiency in studio research and practice within one or more, or a combination of disciplines in visual arts studio, including, but not limited to painting, print media, digital imaging, photography, drawing, sculpture, etc.
8. Applicants must demonstrate that they are suitably advanced, mature, and responsible to undertake and complete graduate studies in a Visual Arts Studio program and to conduct self-directed, independent research. They will be required to demonstrate evidence of strong thinking skills and writing skills.

XX.3 Degree Requirements

1. The Degree of Master of Fine Arts is normally completed in five semesters of full-time study. All candidates must complete two onsite study periods in the Spring semester of both their first year and second year of study.

2. All candidates for the MFA must successfully complete 18 credit hours of course work plus the VART 6999 Final Project. Further courses may be required depending on the background of the individual student.

3. All candidates must complete:

Visual Art 6500 Seminar Intensive I

Visual Art 6510 Studio/Research Intensive

Visual Art 6600 Art Theory & Criticism Course

Visual Art 670A / 670B Independent Studio Research I & II

Visual Art 6800 Seminar Intensive II

Visual Art 6810 Studio/Production Intensive

Visual Art 6999 Final Project (Exhibition and Research Paper/Statement) and Oral Examination

XX.4 Evaluation

1. Candidates must meet all requirements of the General Regulations of the School of Graduate Studies.

2. Candidates must obtain a grade of at least a B in all program courses to receive credit for the course toward their program requirements. Candidates who fail to receive B or more in a required course must repeat the course. Any student who receives a grade of less than B in two courses or in a repeated course will be required to withdraw from the program.

XX.5 Courses

A selection of the following graduate courses will be offered to meet the requirements of candidates, as far as the resources of the School will allow. All courses are 3 credit hours unless otherwise indicated.

• VART 6500 Seminar Intensive I

• VART 6510 Studio/Research Intensive

• VART 6600 Art Theory & Criticism Course

• VART 670A/670B Independent Studio Research I & II

• VART 6800 Seminar Intensive II

• VART 6810 Studio/Production Intensive

•VART 6999 Final Project (Exhibition and Research Paper/Statement) and Oral Examination

1. ANY OTHER BUSINESS
	1. Ms. Jennifer Adams gave a short presentation The Battery Facility which covered the following:
* Battery Facility in service of the academic mission of the University
* Convening spaces
* Approach to booking and pricing
* Pictures/visuals
* Types of events already booked.

Discussion pursued on transportation, wheelchair accessibility and indigenous space. Ms. Adams confirmed that these groups have all been part of the consultation process.

1. NOTICE OF MOTION
2. ADJOURNMENT

The meeting adjourned 4:40 p.m.

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Aimée Surprenant, Chair Echo Pittman, Secretary